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Software Project Management 2022/2023

Team 13 – Team Management App

Meeting Minutes #2

### Date/Time/Location: 4/10/2022, 11:40-12:10, ISEC – L2.2

### Moderator: Rodrigo Costa ([a2020133365@isec.pt](mailto:a2020133365@isec.pt))

### Participants

* João Cunha, Client
* Bruno Martins, team member
* João Fernandes, team member
* Maria Carrilho, team member, Timekeeper
* Francisco Carvalho, team member, Recorder
* Rodrigo Costa, team member, Moderator

### Goal

* Project startup review

### Agenda

1. Review of updated dashboard and action items from week 1 (6 min)
2. Vision&Scope Review (12 min)
3. Milestone M1.1 review (10 min)
4. Goals for next week and AOB (2 min)

# Items Discussed

# Action Items

* [AI1] – Dashboard
  + Goal statement is short
  + Add photos
  + Baseline plan – remove other Labs
* [AI2] – V&S
  + Use the rugby team
  + The vision must be very clear
  + Add a comprehensive and ordered list of features

# Next Meeting

* Moderator -